BQC Annual Report Narrative Preparation

Narrative comments relating to the annual report results should
be created in the following format:
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     Margins  --  One inch all around
     Title    --  "ANNUAL REPORT NARRATIVE" typed in capital
                  letters, and centered
     Subtitle --  "STATE NAME" typed in capital letters, and
                  centered on the line below the title
     Date     --  "CY 1993" centered on line below the subtitle
     Font     --  Courier 10
     Filename --  NARR.** (** = State Postal FIPS Abbreviation)
     Length   --  Not more than 2 pages (8 1/2 x 11)
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States planning to transmit narrative comments directly to the
Department of Labor National Office computer uis1 can use
electronic mail (ELM) software. The document can be created from
within ELM by invoking either the WordPerfect (version 4.2) or vi
editor. The narrative can also be created separately as a
WordPerfect document and then retrieved into the ELM editor.

To create the narrative comments in WordPerfect 4.2 and save for
later transmission by ELM follow these instructions. Create the
document in WordPerfect 4.2. When the narrative is complete,
press <PF2> then <F11> to select the Text In/Out option. Select
option 1 (Save-UNIX Text File Format). Name the narrative NARR
plus the extension of the State's FIPS Postal abbreviation. This
saves the document in a format ready for transfer. The ELM
transmission instructions are described below. States also may
want to save the document in WordPerfect format by giving the
document a different name before exiting WordPerfect.

BQC Annual Report Narrative Transmission

1.   The State may prefer to transmit its narrative by FAX or
regular postal service. To send the narrative by FAX, use the
telephone number 202-219-8506. Direct the narrative to Susan
Makara, 202-219-7656, Room S-4015. Narratives sent by surface
mail should be sent to the attention of Susan Makara at:

          U. S. Department of Labor
          200 Constitution Ave., NW
          Attn: TEUQS, Room S-4015
          Washington, DC 20210

2.   To send comments electronically, the State first selects the
ELM software. Type m for mail at the Command: prompt. Type
tonight!uis1!suem at the To: prompt. Type Annual Report
Narrative at the Subject: prompt. Direct any copies to other
users at the Copies to: prompt. At this point the screen
indicates that the program is invoking the editor. As we have
mentioned the editor may be either Wordperfect 4.2 or vi.

a. If the ELM editor is WordPerfect 4.2 and the narrative
    has not been previously created and saved, type the
    narrative now.

b. If the ELM editor is WordPerfect 4.2 and the narrative
    was previously saved as a Unix text file, retrieve the
    document by pressing <F11> and <Return>, highlight
    NARR.**, and then press 1 for retrieve.

When finished, press key <F13> to exit. Respond y to the
Save Document? (Y/N) prompt. The screen shows a computer
assigned name. Press <Return> and then y at the next
prompt. The screen indicates that the file is being saved.
Then respond y to the Exit WP? (Y/N) prompt.

c. If the ELM editor is vi, either create the narrative
    comment to be sent or retrieve a previously created
    document using the command :r plus the document name,
    NARR.**. When done, use Ctrl [to change from text mode
    to command mode (if necessary) and exit using :wq
    <Return>.

And now no matter what method was used to prepare the comments,
ELM provides the option of e)diting the message, or h)eaders, or
s)ending, or c)opying the file or f)orgeting the whole session.
Transmit the narrative to the Department of Labor computer uis1
by pressing s for send. For help with this process, call the QC
Hotline on 1-800-473-0188.

State narratives must be received in the National Office no later
than June 11, 1994. If the State does not plan to submit a
narrative, the State should also notify the National Office of
this fact by June 11, 1994.